

# Appendix I – COD Reports

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## Introduction

This Chapter provides samples of the preformatted Direct Loan and Pell Grant Reports. Descriptions, Business Rules, and Format Options for these reports are available in the COD Implementation Guide.

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# Direct Loan School Account Statement (SAS)

## **Example - Year-To-Date Cash Summary**

Report Date: 06/04/2002      U.S. Department of Education      Page: 1  
Report Time: 99:99:99      2002-2003 Federal Direct Loan Program

Direct Loan School Account Statement

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

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Batch ID: AS3G0189020020603145618

COD Process Date: 06/03/2002

School Code: G01890

Month End: 05/31/2002

### YEAR-TO-DATE CASH SUMMARY

Beginning Balance:		\$00,000,000,000
Cash Receipts:	\$99,999,999,999	
Excess Cash Returned:	\$(9,999,999,999)	
Total Net Cash Receipts		\$99,999,999,999
Net Booked Disb. Actual	\$99,999,999,999	
Net Booked Disb. Adjustments	\$99,999,999,999	
Total Net Booked Loan Detail		\$99,999,999,999
Ending Cash Balance:		\$99,999,999,999

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Net Unbooked Disb. Actual	\$99,999,999,999	
Net Unbooked Disb. Adjustments	\$99,999,999,999	
Total Net Unbooked Loan Detail		\$99,999,999,999

Adjusted Ending Cash Balance:	\$99,999,999,999
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COD's Ending Cash Balance represents the Department's official cash balance for your school at the end of the current month. This ending cash balance from COD's records will be used by the Department to monitor the cash activity and balances at your school. If your records do not agree, please notify your Customer Service Representative IMMEDIATELY.

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## Example - Year-To-Date Disbursement Summary

Report Date: 06/04/2002      U.S. DEPARTMENT OF EDUCATION      Page: 2  
Report Time: 09:25:07      2002-2003 Federal Direct Loan Program

### Direct Loan School Account Statement

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

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BATCH ID: AS3G0189020020603145618

COD Process Date: 06/03/2002

School Code: G01890

Month End: 05/31/2002

### YEAR-TO-DATE DISBURSEMENT SUMMARY

#### Disbursement Loan Totals:

	BOOKED LOANS	UNBOOKED LOANS
Subsidized Gross :	\$99,999,999,999	\$99,999,999,999
Subsidized Fee :	\$(9,999,999,999)	\$(9,999,999,999)
Subsidized Rebate :	\$9,999,999,999	\$9,999,999,999
Subsidized Net :	\$99,999,999,999	\$99,999,999,999
Unsubsidized Gross :	\$99,999,999,999	\$99,999,999,999
Unsubsidized Fee :	\$(9,999,999,999)	\$(9,999,999,999)
Unsubsidized Rebate :	\$9,999,999,999	\$9,999,999,999
Unsubsidized Net :	\$99,999,999,999	\$99,999,999,999
PLUS Gross :	\$99,999,999,999	\$99,999,999,999
PLUS Fee :	\$(9,999,999,999)	\$(9,999,999,999)
PLUS Rebate :	\$9,999,999,999	\$9,999,999,999
PLUS Net :	\$99,999,999,999	\$99,999,999,999

#### Total for all Loan Types:

Sub/Unsub/PLUS Gross :	\$99,999,999,999	\$99,999,999,999
Sub/Unsub/PLUS Fee :	\$(9,999,999,999)	\$(9,999,999,999)
Sub/Unsub/PLUS Rebate :	\$9,999,999,999	\$9,999,999,999
Sub/Unsub/PLUS Net :	\$99,999,999,999	\$99,999,999,999

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### Example - Monthly Cash Summary

Report Date: 06/04/2002      U.S. Department of Education      Page: 3  
Report Time: 99:99:99      2002-2003 Federal Direct Loan Program

#### Direct Loan School Account Statement

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Batch ID: AS3G0189020020603145618

COD Process Date: 06/03/2002

School Code: G01890

Month End: 05/31/2002

#### MONTHLY CASH SUMMARY

Beginning Balance:		\$99,999,999,999
Cash Receipts:	\$99,999,999,999	
Excess Cash Returned:	\$(9,999,999,999)	
Total Net Cash Receipts		\$99,999,999,999
Net Booked Disb. Actual	\$99,999,999,999	
Net Booked Disb. Adjustments	\$99,999,999,999	
Total Net Booked Loan Detail		\$99,999,999,999
Ending Cash Balance:		\$99,999,999,999

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Net Unbooked Disb. Actual	\$99,999,999,999	
Net Unbooked Disb. Adjustments	\$99,999,999,999	
Total Net Unbooked Loan Detail		\$99,999,999,999

Adjusted Ending Cash Balance:		\$99,999,999,999
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COD's Ending Cash Balance represents the Department's official cash balance for your school at the end of the current month. This ending cash balance from COD's records will be used by the Department to monitor the cash activity and balances at your school. If your records do not agree, please notify your Customer Service Representative IMMEDIATELY.

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## Example - Monthly Disbursement Summary

Report Date: 06/04/2002      U.S. DEPARTMENT OF EDUCATION      Page: 4  
Report Time: 09:25:07      2002-2003 Federal Direct Loan Program

Direct Loan School Account Statement

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BATCH ID: AS3G0189020020603145618

COD Process Date: 06/03/2002

School Code: G01890

Month End: 05/31/2002

### MONTHLY DISBURSEMENT SUMMARY

#### Disbursement Loan Totals:

	BOOKED LOANS	UNBOOKED LOANS
Subsidized Gross :	\$99,999,999,999	\$99,999,999,999
Subsidized Fee :	\$(9,999,999,999)	\$(9,999,999,999)
Subsidized Rebate :	\$9,999,999,999	\$9,999,999,999
Subsidized Net :	\$99,999,999,999	\$99,999,999,999
Unsubsidized Gross :	\$99,999,999,999	\$99,999,999,999
Unsubsidized Fee :	\$(9,999,999,999)	\$(9,999,999,999)
Unsubsidized Rebate :	\$9,999,999,999	\$9,999,999,999
Unsubsidized Net :	\$99,999,999,999	\$99,999,999,999
PLUS Gross :	\$99,999,999,999	\$99,999,999,999
PLUS Fee :	\$(9,999,999,999)	\$(9,999,999,999)
PLUS Rebate :	\$9,999,999,999	\$9,999,999,999
PLUS Net :	\$99,999,999,999	\$99,999,999,999

#### Total for all Loan Types:

Sub/Unsub/PLUS Gross :	\$99,999,999,999	\$99,999,999,999
Sub/Unsub/PLUS Fee :	\$(9,999,999,999)	\$(9,999,999,999)
SubUnsub/PLUS Rebate :	\$9,999,999,999	\$9,999,999,999
Sub/Unsub/PLUS Net :	\$99,999,999,999	\$99,999,999,999

### Example - Cash Detail

Report Date: 06/04/2002 U.S. DEPARTMENT OF EDUCATION Page: 5  
Report Time: 09:25:07 2002-2003 Federal Direct Loan Program

Direct Loan School Account Statement

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

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BATCH ID: AS3G0189020020603145618

COD Process Date: 06/03/2002

School Code: G01890

Month End: 05/31/2002

#### CASH DETAIL RECORDS FOR THIS MONTH

TRANS TYPE	DATE	AMOUNT	GAPS CONTROL #	CHECK #
-----	-----	-----	-----	-----
Cash Receipt	05/11/2002	\$99,999,999,999	XXXXXXXXXXXXXX	
Excess Cash	05/11/2002	\$99,999,999,999		XXXXXXX

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### Example - Loan Detail

Report Date: 06/04/2002 U.S. DEPARTMENT OF EDUCATION Page: 6  
Report Time: 09:25:09 2002-2003 Federal Direct Loan Program

#### Direct Loan School Account Statement

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BATCH ID: AS3G0189020020603145618

COD Process Date: 06/03/2002

School Code: G01890

Month End: 05/31/2002

#### LOAN DETAIL RECORDS

BORROWER'S NAME LOAN ID	DISB#/TYPE SEQ#/ DATE	COD AMOUNT	STATUS	DISB.BOOKED DATE
MAGUIRE, JERRY 0010100001U03G01890001	01 D 001 05/13/2002	\$ 1312 \$ 39 \$ 19 \$ 1292 \$	BOOKED GROSS FEE REBATE NET NET ADJUSTMENT	05/14/2002

\* ALL RECORDS BOOKED \*

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## Pending Disbursement List Report

A copy of the preformatted will be provided at a later date.

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## Funded Disbursement List Report

A copy of the preformatted will be provided at a later date.

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# 30 Day Warning Report

REPORT DATE: 08/03/2002  
PROGRAM: LB002

DEPARTMENT OF EDUCATION  
2002-2003 Federal Direct Loan Program  
30 DAY WARNING REPORT  
For Academic Year 2002-2003  
FOR THE PERIOD ENDING 07/31/2002

PAGE: 1

SCHOOL NAME: LOS University  
ADDRESS: 4200 WILSON BOULEVARD, ARLINGTON, VA 22203

SCHOOL CODE: G99999

## Loans Pending Booking Section:

LOAN TYPE	LOAN ID	BORR NAME	DATE RCVD	DATA NEEDED: LOAN PROM DISB		
-----------	---------	-----------	-----------	--------------------------------	--	--

S	123456789S03G99999001	DUCK, DONALD	07/09/02	OK	N	Y
S	234567891S03G99999001	BUNNY, BUGSY	06/17/02	OK	Y	Y
S	345678912S03G99999001	DUCK, DAFFY	07/28/02	OK	Y	Y
S	456789123S03G99999001	GOODE, JOHNNY B	07/03/02	OK	N	Y
S	789456123S03G99999001	COYOTE, WILEY	06/17/02	OK	N	Y

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TOTAL NUMBER STAFFORD 5  
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U	123456789U03G99999001	DUCK, DONALD	07/09/02	OK	N	Y
U	234567891U03G99999001	BUNNY, BUGSY	07/28/02	OK	Y	Y
U	789456123U03G99999001	COYOTE, WILEY	06/17/02	OK	Y	Y

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TOTAL NUMBER STAFFORD (UNS) 3  
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GRAND TOTAL 8  
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## Promissory Notes Without Origination Records Section:

Loan ID	Batch ID	Date Received	Note Amount
312345678U03G99999001	#A3G9999920020929070701	07/02/02	\$4,000

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# Inactive Loans Report

REPORT DATE: 02/01/2003      U.S. DEPARTMENT OF EDUCATION      PAGE: 1  
PROGRAM: XXXXX      FEDERAL DIRECT LOAN PROGRAM  
INACTIVE LOANS REPORT  
FOR THE PERIOD 01/01/2002 - 01/31/2003

SCHOOL NAME: XYZ ACADEMY      SCHOOL CODE: 000000  
ADDRESS: 123456 X-RAY TECHNICIAN BLVD, WINSTON-SALEM, NC 27403

LOAN TYPE	LOAN ID	BORROWER NAME	INACTIVE DATE
S	000000000S03X00000000	PAULSEN, PATRICK	01/03/2003
S	000000000S03X00000000	COLLINS, MICHILLE	01/02/2003
S	000000000S03X00000000	CARTWRIGHT, ROBERT	01/22/2003
S	000000000S03X00000000	BASILE, LINDA	01/28/2003

-----  
TOTAL NUMBER OF INACTIVE DIRECT SUBSIDIZED LOANS FOR PERIOD:      4  
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U	000000000U03X00000000	MARSHALL, EDWARD	01/28/2003
U	000000000U03X00000000	FORRESTER, SUSAN	01/02/2003

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TOTAL NUMBER OF INACTIVE DIRECT UNSUBSIDIZED LOANS FOR PERIOD:      2  
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P	000000000P03X00000000	PHILLIPS, JOAN	01/13/2003
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TOTAL NUMBER OF INACTIVE PLUS LOANS:      1  
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GRAND TOTAL:      7

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# Duplicate Student Borrower Report

Report Date: 03/10/2003      U.S. Department of Education      Page: 1  
Report Time: 18:31:25      Federal Direct Loan Program  
Duplicate Student Borrower Report  
For Direct Loan Year 2002-2003  
Reporting Period: 02/30/2003

School Code: G99999  
School Name: Sample Institute

Borrower SS #	Borrower Name					
Loan ID	Loan Amount Approved	Total Actual Gross Dis Amount	G R A D E	Loan Period	School Code	
School Name	City	State	Zipcode	Telephone #		
Borrower Academic Year	Dependency	Additional Unsub. Eligibility:	Dependent Student	HEAL		
999-99-9999	Student Smith					
999999999S03G99999001	\$02625	\$01313	01	09/10/2002-06/01/2003	G99999	
Sample Institute	New City	VA	99999-0000	999-999-9999		
09/10/2002-06/01/2003	D					
999999999S03G88888001	\$02625	\$01312	01	09/06/2002-05/10/2003	G88888	
Test College	College Station	CA	99999-0000	999-999-9999		
09/06/2002-05/10/2003	D					
888-88-8888	Student Jones					
888888888U03G99999001	\$03500	\$03500	03	09/02/2002-12/15/2002	G99999	
Sample Institute	New City	VA	99999-0000	999-999-9999		
09/02/2002-05/20/2003	D					
888888888U03G99999002	\$04000	\$04000	03	02/01/2002-06/30/2002	G99999	
Sample Institute	New City	VA	99999-0000	999-999-9999		
02/01/2003-08/28/2003	D	Y				

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
The Duplicate Student Borrower Report lists student borrowers for which COD has accepted multiple Direct Subsidized and/or Unsubsidized Loan Origination records. The list indicates other schools that have submitted a loan origination record for the same borrower who may be attending your school. This report assists in identifying subsequent loan origination records that may reject due to exceeding the annual loan limits. This report does NOT relieve the school of its responsibility to monitor all loan activity (including FFEL) for a student through the Financial Aid Transcript and NSLDS processes.

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## SSN/Name/Date of Birth Change Report

A copy of the preformatted report will be provided at a later date.

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## Disbursement Activity Not Yet Booked at Servicing Report

Run Date: 11/30/2002      U.S. Department of Education      Page 1  
Federal Direct Loan Program  
Report on Disbursement Activity Not Yet Booked at Servicing  
as of 11/30/2002  
For Transactions Received (From Schools)  
and booked at LOS by 11/13/2002  
School Code: G99903 School Name: SAMPLE COMMUNITY COLLEGE

Line No	Program Yr	Borrower Name	Borrower SSN
Loan ID		Disb Seq No	Activity Seq No
Booked Dt	Dt Recv@LOS	Net Amt/Net Adj	Trans Type
			Days Held(Y/N)
1	2002-2003	GREENE1, TREVOR	123-22-1234
123221234S03G99903001		1	1 D
10/02/2002	*10/02/2002	\$340.00	5 N
2	2002-2003	GREENE1, TREVOR	123-22-1234
123221234S03G99903001		2	1 D
10/02/2002	*10/02/2002	\$340.00	5 N
3	2002-2003	GREENE1, TREVOR	123-22-1234
807009040S03G99903001		3	1 D
10/02/2002	*10/02/2002	\$340.00	5 N

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

This Disbursement Activity Not Yet Booked at Servicing Report lists the disbursement transactions that have been booked at LOS but have not been booked at Servicing. This report also lists the disbursements transactions that have not been booked in LOS because of the transactions error (Held). The report assists schools in identifying the problem loans.

\* indicates the transaction has been reported in the previous month.

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# Entrance Counseling Results Report

REPORT DATE: 07/31/2002  
REPORT TIME: 23:59:59

U.S. DEPARTMENT OF EDUCATION  
FEDERAL DIRECT LOAN PROGRAM  
ENTRANCE COUNSELING QUIZ RESULTS

Page 1

SCHOOL NAME: HARVARD UNIVERSITY  
ADDRESS: 234 PINEAPPLE BLVD, SPRINGFIELD, VA 34382  
SCHOOL CODE: G92155

Borrower SSN	Borrower DOB	Borrower Name	Completion Date	Completion Time	R&R Ack
111-22-3333	01/01/1975	Pradip T Harris	07/02/2002	12:01:01 AM	Y
222-33-4444	01/01/1980	Scott Myers	07/12/2002	12:01:01 PM	Y
333-22-5555	01/01/1978	Joe Blow	07/21/2002	11:01:01 PM	Y

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

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# Electronic Statement of Account (ESOA)

Report Date: MM/DD/CCYY U.S. DEPARTMENT OF EDUCATION  
STUDENT FINANCIAL ASSISTANCE PROGRAMS  
Report Time: HH:MM:SS

2002-2003 Award Year  
FEDERAL PELL GRANT PROGRAM  
ELECTRONIC STATEMENT OF ACCOUNT

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PELL INSTITUTION NUMBER	999999
SCHOOL NAME	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
STATE	XX
GRANTEE DUNS NUMBER	XXXXXXXXXXXX
GAPS AWARD NUMBER	XXXXXXXXXXXXXXXXXXXX

Accounting Schedule	999
Accounting Schedule Date	MM/DD/CCYY

A.	Previous Pell Grant Obligation	\$999,999,999.99
	Current Pell Grant Obligation	\$999,999,999.99
	Adjustment (Increase + or Decrease -)	\$099,999,999.99*

B.	Previous Pell Grant Obligation/Payment	\$999,999,999.99
	Current Pell Grant Obligation/Payment	\$999,999,999.99
	Adjustment (Increase + or Decrease -)	\$099,999,999.99*

GAPS Drawdowns/Payments	\$999,999,999.99
Date of Last Activity in GAPS	MM/DD/CCYY

YTD Total Unduplicated Recipients	999,999
YTD Pell Accepted Disbursement Amount	\$999,999,999.99
YTD GAPS Posted Disbursement Amount	\$999,999,999.99
YTD Administrative Cost Allowance	\$999,999,999.99

As of Batch ID	XXCCYY12345619990101123000
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SECTION A VALUES APPLY TO "OBLIGATE ONLY".  
SECTION B VALUES APPLY TO "OBLIGATE/PAY ACCOUNTS".

ESOA DETAIL BATCH INFORMATION

ADJUST REPORT DATE	ADJUST AMOUNT	ADJUST PROCESS DATE	ADJUST BATCH # ADJUST DESCRIPTION
-----	-----	-----	-----
MM/DD/CCYY	\$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXXXXX
MM/DD/CCYY	\$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXXXXX
MM/DD/CCYY	\$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXXXXX
MM/DD/CCYY	\$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXXXXX
MM/DD/CCYY	\$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXXXXX
MM/DD/CCYY	\$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXXXXX
MM/DD/CCYY	\$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXXXXX

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## Multiple Reporting Record

A copy of the preformatted report will be provided at a later date.

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## Reconciliation Report

A copy of the preformatted report will be provided at a later date.

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## Year-to-Date (YTD) Record

A copy of the preformatted report will be provided at a later date.